

STATINTL

1971

72-2646
JUL 1972
72-17497

MEMORANDUM FOR: Executive Director-Comptroller

THROUGH : Deputy Director for Support *Per* 5 JUL 1972

SUBJECT : Eighth Annual Federal Paperwork Management Awards

REFERENCE : Letter to the Director from the President, Association of Records Executives and Administrators, dated 27 March 1972 (att)

1. This memorandum submits a letter for your signature to the President, Association of Records Executives and Administrators informing him that the Agency has no candidate for the Eighth Annual Federal Paperwork Management Awards.
2. This spring a memorandum was sent to the Deputy Directors requesting nominations for the 1972-73 Public Service Awards program. No candidates were proposed for the Federal Paperwork Management Awards.
3. It is recommended that you sign the attached letter. The deadline for submission of nominations is 1 August 1972.



Harry B. Fisher
Director of Personnel

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Atts



CENTRAL INTELLIGENCE AGENCY

WASHINGTON, D.C. 20505

OFFICE OF THE DIRECTOR

Mr. Dudley Judd, President
Association of Records Executives & Administrators
Post Office Box 89
Washington, D. C. 20044

Dear Mr. Judd:

Mr. Helms has asked me to reply to your letter of 27 March 1972 which invited a nomination from the Agency for the Eighth Annual Federal Paperwork Management Awards.

We have given the invitation careful consideration but have decided not to submit a nominee this year. I would like to take this opportunity, however, to commend the Officers and Directors of the Association for their continuing efforts in promoting effective management of paperwork in the Federal Government.

Sincerely,

W. E. Colby
Executive Director

UNCLASSIFIED		CONFIDENTIAL		SECRET	
OFFICIAL ROUTING SLIP					
TO	NAME AND ADDRESS		DATE	INITIALS	
1	<i>D/Pers -</i>				
2					
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4					
5					
6					
ACTION		DIRECT REPLY		PREPARE REPLY	
APPROVAL		DISPATCH		RECOMMENDATION	
COMMENT		FILE		RETURN	
CONCURRENCE		INFORMATION		SIGNATURE	
Remarks:					
<p><i>OK, but couldn't you poll the Awards Board. Someone must have done done something to reduce the paper load - Or didn't they?</i></p>					
FO		R			
FROM: N				DATE	
Executive Director				10 JUL 1972	
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SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM			
UNCLASSIFIED		CONFIDENTIAL	
		SECRET	
OFFICIAL ROUTING SLIP			
TO	NAME AND ADDRESS	DATE	INITIALS
1	Deputy Director for Support 7D - 18 Headquarters	5 JUL 1972	<i>[Signature]</i>
2			
3	Executive Director-Comptroller 7E - 12 Headquarters		
4			
5			
6			
ACTION		DIRECT REPLY	PREPARE REPLY
APPROVAL		DISPATCH	RECOMMENDATION
COMMENT		FILE	RETURN
CONCURRENCE		INFORMATION	SIGNATURE
Remarks: <i>To [redacted] got "special recognition" last year</i> <div style="border: 1px solid black; width: 100px; height: 30px; margin-left: 600px;"></div>			
FOLD HERE TO RETURN TO SENDER			
FROM: NAME, ADDRESS AND PHONE NO.			DATE
Director of Personnel 5E 56 Headquarters			3 JUL 1972
UNCLASSIFIED		CONFIDENTIAL	SECRET

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Approved For Release 2002/05/17 : CIA-RDP84-00313R000100190034-4

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- A Special Awards Board appointed by AREA will review all nominations and decide who will receive the awards.

NOMINATION

Nominations should follow the suggested outline below and be adequately documented.

- A. Biographical Sketch of Nominee(s): A brief statement is needed to relate the background, experience, and education of the nominee(s) to the content and scope of the accomplishment described.
- B. Description of Accomplishment: Describe in specific terms the work or contribution for which the nomination is being submitted. The period covered by the accomplishment is not limited to the current year. However, the basis for the nomination should reflect current or relatively recent work or results, rather than overall duties performed over a long period of years.

The description of the accomplishment should include:

- . objectives and significance;
- . methods used;
- . relation to previous work attempted in this field, if any;
- . names of any cooperating individuals, departments or agencies; and
- . impact -- whether internal only, multiagency, or Government-wide.
(Also cover its impact outside the Government, if applicable.)

- C. Results: Describe separately both realized and anticipated results. These should be expressed in terms of dollar and personnel savings or intangible benefits such as improved services, decreased time requirements, and increased management efficiencies.
- D. Digest: Summarize (two to three hundred words) the highlights of the accomplishment for inclusion in the official program.

Please submit a signed original and three copies.

DOCUMENTATION

Present the best possible case for your nominee. The material you furnish will be used by the Special Awards Board for judging and for subsequent publicity. It is important that the material describe clearly the nominee's special contribution to efficient paperwork.

AWARDS PRESENTATION

All Special Award and Citation recipients (as well as special guests) will be guests of AREA at the official luncheon on Wednesday, November 8, 1972, at 12:00 noon at the Washington Hilton Hotel. The entire Government community and representatives of professional organizations, state and local Governments, and private industry will also be invited to attend. A modest fee will be charged to cover the cost of lunch.

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2	C / Bel				
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COMMENT		FILE		RETURN	
CONCURRENCE		INFORMATION		SIGNATURE	
Remarks: <div style="border: 1px solid black; width: 200px; height: 40px; margin-bottom: 10px;"></div> <p><i>is retiring</i></p> <p><i>30 June 1972</i></p> <p><i>Nominations submitted By 1 Aug 72</i></p> <p><i>Supervise to D / Pas: 1 July</i></p>					
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OFFICIAL ROUTING SLIP					
TO	NAME AND ADDRESS	DATE	INITIALS		
1	DDS	3/30/72	<i>[Signature]</i>		
2					
3	Director of Personnel				
4					
5					
6					
<input checked="" type="checkbox"/>	ACTION	<input type="checkbox"/>	DIRECT REPLY	<input checked="" type="checkbox"/>	PREPARE REPLY
<input type="checkbox"/>	APPROVAL	<input type="checkbox"/>	DISPATCH	<input type="checkbox"/>	RECOMMENDATION
<input type="checkbox"/>	COMMENT	<input type="checkbox"/>	FILE	<input type="checkbox"/>	RETURN
<input type="checkbox"/>	CONCURRENCE	<input type="checkbox"/>	INFORMATION	<input type="checkbox"/>	SIGNATURE
Remarks: <p style="text-align: center;">For determination of candidates and preparation of a response over the Executive Director's signature.</p>					
FOLD HERE TO RETURN TO SENDER					
FROM: NAME, ADDRESS AND PHONE NO.				DATE	
O/Executive Director: [Redacted]				7D59 29Mar72	
UNCLASSIFIED		CONFIDENTIAL		SECRET	

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